

## **General Renewal Information**

**Beginning with the 2011 Renewal, all licensees will renew individually on the Commission's Online Renewal Program.** Notices will be sent to each licensee with information regarding the renewal process. The letter will include a temporary password to use in the registration process. Licensees will use their license number, along with the password, to log into the renewal program. During registration, licensees will be instructed to change their password and to enter their email address. After the 2011 renewal, future notices will be sent to the email address you have provided.

**RENEWALS WILL ONLY BE ACCEPTED THROUGH THE ONLINE SYSTEM.**

**Renewal Deadline: March 31. There is no grace period.** Failure to receive a renewal notice is not an adequate excuse for failing to renew in a timely manner. Renewals that are entered after March 31 will be subject to the late renewal penalty of \$100. After May 15, the penalty increases to \$200.

**Payment:** The amount due will be calculated by the online renewal program. Payment can be made with a credit card, debit card, or bank draft. Please have this information ready when you log in.

### **PRINCIPAL BROKERS:**

**When to Register:** Principal brokers should register their firm information beginning on February 15 when the online system is ready for registration.

**When to Renew:** Principal brokers should renew their license when the system is opened on March 1 to allow time for their associates to renew as well. Principal Brokers will be required to register their firm information for all firms and branches and renew his/her license first. After they have renewed, their associates will then be able to log in, register, and renew their own licenses. All licensees must be renewed by March 31, after that, they will be subject to late renewal penalties as outlined above.

**Firm Registration Keys:** Principal brokers will receive a separate notice, which includes their firm registration key. This key will be entered when registering the firm information.

**Escrow Account Verification:** The principal broker will complete the escrow account verification during their online registration process. Be sure to have your account information ready when you logon. Remember, the escrow account must be at a Kentucky bank. If you have multiple firms, you must have a separate escrow account for each firm.

**Signatures:** The principal broker must provide an electronic signature online for their renewal.

**E & O Insurance:** If you elect to take the Commission group coverage, the premium is already calculated in the online renewal program.

If you have private E & O coverage, you will be able to select "private coverage" online on the renewal program and you will be required to submit a signed Certificate of Coverage Form #500, available on the Commission's website at [www.krec.ky.gov](http://www.krec.ky.gov), and an alphabetized list of licensees covered by the policy. You will be able to download, email, or fax the certificates to the Commission. Once the certificate has been reviewed and approved by the Commission, you will then return to the online renewal program and complete your renewal. All private carriers must have a rating of at least B+ and meet the minimum requirements as outlined in 201 KAR 11:220 (3). Additional information on E & O insurance is available on the website under the E & O tab.

**Your Associates:** Principal brokers must review all the licensees listed with their firm on the online renewal program during registration and renewal. If a licensee is not listed, is listed in the wrong branch or firm, or a licensee is listed who is no longer associated with the firm, contact the Commission to inquire about the error and how it should be corrected. It is your responsibility to review the list of licensees to determine if there is an error. Please be aware that the licensees associated with your firm can change at any time due to transfers, releases, student loan delinquencies, or continuing education delinquency issues.

**Releasing a Licensee:** Principal brokers can release licensees in the online renewal program. As part of the release process, you will be required to submit an electronic signature for releases and destroy the licenses of all released licensees. Be sure to send a letter to the licensee notifying him/her of the release. Once the licensee is released, they cannot be added again online. This will have to be done by contacting the Commission.

### **ACTIVE LICENSEES: Sales Associates and Brokers**

**When to Renew:** The website will be opened to all licensees beginning March 1. Associates will be able to renew their license after their principal broker has registered their firm information and renewed their license. Check with your principal broker to see whether they have completed their renewal. You will need to renew your license by March 31, after that date, you will be subject to late renewal penalties as outlined above.

**E & O Insurance:** During the Principal Broker's registration, the principal broker will indicate if their licensees will have the Commission's group E & O insurance or private E & O insurance. If an associate has private E & O insurance, it will be submitted by the broker for approval by the Commission. The online renewal program will calculate the renewal fees, processing fees and E & O insurance to be paid. The E & O insurance fee includes a \$10.00 processing fee regardless of whether you purchase private or Commission insurance.

### **ESCROW LICENSEES:**

**When to Renew:** You will be able to renew between March 1 and March 31. After March 31, you will be subject to late renewal penalties as outlined above.

### **ITEMS THAT CANNOT BE DONE ONLINE:**

**License Transfers:** To accept a licensee, the principal broker must submit Acceptance Form #200 from the website and a \$10 check. It is best to make changes in February, before the renewal period, or after April 15. During March, transfers will not be processed until the accepting principal broker has registered and renewed. After the transfer is processed, the licensee can then login and renew their license online. It must be completed by March 31.

**Firm Name and Address Changes:** Changes in firm name or office address must be made separate from the renewal. The principal broker must complete Form #201, following the instructions on the form, and submit Form #201 along with a check for \$10 per licensee. During March, firm address changes will not be processed until all licensees within the branch have been renewed.

**Residence addresses:** Any licensee who changes his/her residence address is required to submit Form #205 to the Commission within 10 days of the move. If the residence is outside the Commonwealth of Kentucky, the licensee must also complete Form #407 the Consent to Service of Jurisdiction form.

**Placing a license in Escrow:** To place a license in escrow, the licensee will need to send their signed Escrow Request Form #203, to the Commission, along with a check for \$10. Once the escrow request has been processed, the licensee will then login and renew their license. You must renew your license by March

31.

**Licensee Name Change:** To change your name, you will need to send in Form #202 and a check for \$10.

**ADDITIONAL ITEMS:**

**Delinquent Continuing Education:** Any licensee who did not fulfill their continuing education for the prior year and did not file the delinquency plan with the Commission (before February 15) will not be allowed to renew. That licensee's name will not appear on your online renewal screen.

**Student Loan Delinquency:** Any licensee who is delinquent on their student loan payments will not be able to renew their license. The licensee must contact KHEEA to enter into a satisfactory agreement and obtain a letter to present to the Commission to allow them to renew their license.